



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

| | |
|-----------------------------------|--|
| POSITION: | INVENTORY CONTROL SPECIALIST |
| DEPARTMENT: | Stationery Room |
| SALARY RANGE: | \$32,786 - \$50,817 |
| CONTACT | Human Resources Room SH-231B Hart Building E-mail: resumes@sec.senate.gov Fax: 202-228-3603 |
| FEDERAL RELAY SERVICE | Speech/Hearing impaired persons may contact the Federal Relay Service at 1(800) 877-8339 TTY |
| POSTING DATE: | May 9, 2012 |
| DEADLINE FOR APPLICATIONS: | May 23, 2012 Applications will NOT be accepted after 6:00 p.m. E-mail, fax or hand-deliver applications. E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. |
| VETERANS' PREFERENCE: | Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference. |

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



INVENTORY CONTROL SPECIALIST

Department: Stationery

Reports to: Lead Inventory Control Specialist and/or Keeper of the Stationery

NATURE OF WORK

This is general support work for the Senate Stationery Room. Work includes receiving, organizing and distributing Stationery merchandise in multiple locations, as well as organizing and maintaining shelf-stock in the Senate Stationery Room. Work is bound by standard office practice and procedures. Work is performed under the overall supervision of the Lead Inventory Control Specialist and Keeper of the Stationery with guidance provided by the Lead Customer Service Specialist.

ESSENTIAL FUNCTIONS

Receives, counts, stocks and distributes merchandise; verifies merchandise belongs to Stationery Room; verifies packing slip information; and physically removes merchandise from delivery vehicles and/or transports merchandise from loading docks to warehouse(s); performs duties on-site and at off-site warehouse location.

Receives, transfers and distributes merchandise using computer based inventory control systems.

Prepares and delivers stock orders to Senate offices; obtains signatures confirming delivery of merchandise; and returns signed delivery tickets to administrative area of Senate Stationery Room for filing.

Maintains stock of merchandise in Senate Stationery Room; monitors stock levels and determines when to request additional stock from the warehouse; coordinates transfer of merchandise from warehouse to store; labels merchandise and shelves; and organizes store shelves to maximize storage and shopping efficiency.

Monitors price changes and ensures new price labels are printed and posted properly and promptly; and assists customers with locating stock items.

Assists in various areas of the Stationery Room, as needed.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

PB: 2

FLSA: NE

05/08/2012



UNITED STATES SENATE OFFICE OF THE SECRETARY

Work is performed in warehouse environment and involves everyday risks or discomforts which require normal safety precautions when operating material handling equipment (i.e. pallet jack, hand truck, forklift, etc.) and performing the work. Work requires frequent walking, standing, bending, heavy lifting, and carrying items 50-100 pounds. Work exposes employee to dust, paper cuts and splinters.

MINIMUM QUALIFICATIONS

Work requires a high school diploma or general equivalency degree (G.E.D.), with one to three years of warehouse/retail experience; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of inventory, inventory descriptions and physical warehouse locations.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to operate a computer and computer-based inventory control system.

Ability to deal with others using tact and diplomacy.

Ability to provide prompt and courteous customer service and resolve customer problems.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Valid Driver's License

Must be able to complete certification for Material Handling Equipment

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.